

**TWELFTH COURT OF APPEALS
TYLER, TEXAS
JOB OPENING**

Position Available: **Deputy Clerk II** (Full-time position, 40 hours per week)

Opening Date to Submit Applications: February 18, 2020

Application Deadline: March 13, 2020 at 12:00 noon

General Responsibilities: Performs moderately complex (journey-level) appellate court work. Work involves maintaining records and filing, tracking, and managing cases filed in an appellate court. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Receives, files, and processes cases on appeal from lower courts and original proceedings. Examines legal documents submitted to the court for adherence to laws and/or court procedures and requests additional records and information as appropriate. Sends court notices and correspondence to appropriate parties. Certifies records for use in other courts. Maintains court files. Prepares motion lists to be considered by the court. Assists in providing information to attorneys, litigants, and the public regarding court policies and procedures, and in responding to requests for documents. Assists in maintaining dockets or calendar systems for tracking and managing cases. Assists in processing appeals and in preparing the outcomes of court proceedings. May handle checks and cash and make deposits. Performs related work as assigned.

GENERAL QUALIFICATIONS

Experience in administrative or legal support work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge of legal terms and concepts; and of statutes, court rules, and policies.

Skill in the use of computer and office equipment.

Ability to maintain files and records, to communicate effectively, and to train others.

Related Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of 27D Paralegal Specialist, 270A Legal Administrator, 2960 Navy Paralegal, 4421 Legal Services Specialist, 5J0X1 Paralegal or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Apply: Submit the following items to the Clerk of the Court at the address below via mail or delivery faxed or emailed applications are not accepted:

- State of Texas Job Application (www.twc.state.tx.us) (completed & signed original)
- Cover letter with State application

Mail or Deliver To: Katrina McClenny, Clerk
Twelfth Court of Appeals
1517 W. Front Street, Suite 354
Tyler, Texas 75702

Interviews: By Invitation Only

The Twelfth Court of Appeals participates in E-Verify. The Twelfth Court of Appeals does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Katrina McClenny, Clerk